

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | 3 _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

40 CFR 124.62, 125.27 - 3 years, or longer during period of unresolved litigation or when requested by Director or Regional Administrator.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal year; ☒ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

I. Daily data sheets: cut off file at end of each calendar year; transfer to State Records Center, hold 4 years; then destroy.

II. Computer Printouts: (a) Failure reports: cut off at end of each calendar year; then transfer to State Records Center, hold 4 years; then destroy.

(b) Statistical and exceeding standards reports (other than annual statistical reports): cut off at end of each calendar year; hold in office 3 years; then transfer to State Records Center; hold 10 years; then destroy.

(c) Annual Statistical Reports: cut off at end of each calendar year; hold in office 3 years; then transfer to State Archives for permanent retention.

NOTE: In the event of litigation, or when requested by the Director or Regional Administrator, these records must be held until litigation is closed or request is rescinded.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
R. H. Collom	10/6/80	Pat Harrison	10-20-80
State Records Committee (Signature) _____ Date _____			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	_____	11-30-80
	Secretary of State/Designee	Canall H. H.	11-25-80
	Attorney General/Designee	Robert H. H.	12-1-80